



# Hosting safe meetings at 116 Pall Mall

116 Pall Mall are committed to ensuring that we provide a safe venue for meetings. We have provided an outline of the steps we have taken at 116 Pall Mall below:

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Our top priority is the health and well-being of visitors and employees, 116 is fully compliant with current government guidelines, this is based around a comprehensive Risk Assessment.

Working with government guidelines, this is based around a comprehensive Risk Assessment.

Please follow hygiene and social distancing measures around the building, these will be supplied to you by the sales team at enquiry stage, these may change with government advice.

Social Distancing measures and markings will be clear, with signage throughout the building, meetings will be clearly marked with branded signage.

Meeting room hours 9am – 5.30pm, Cashless transactions.

Our large open plan function rooms are well suited to socially distanced usage, the sales team will be able to advise you the current room capacities.

Meetings up to 30 people are currently allowed.

# 116

PALL MALL

## Access

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Access will be via 116 Pall Mall.

Attendees will not be expected to wear face masks (unless govt advice changes).

Initially cloakrooms will remain closed.

Lifts are single use only, with priority to disabled users, please use the stairs.

Hand sanitizer pods are positioned at entrances, with additional sanitizers and wipes available in all meeting rooms.

We have taken the decision not to impose temperature checks on visitors to the building and them to decide if well enough to visit. See list of symptoms at the end of this notice.

Site visits - we encourage clients to use virtual tours where possible, if on site to be pre-booked, and when there are no other events taking place.

All visitors made aware of Social Distance procedures, hand washing facilities to be communicated at start of show around.

Final planning meetings to be carried out where possible online using Teams, Zoom with all parties involved.

Option of hybrid events, all meeting rooms are equipped with smart screens.



## Meeting Delivery

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Staggered arrival and departure times to reduce queues - all attendees to be registered by the event host to comply with Contract Tracing.

All guests to be pre booked, no walk-ins permitted.

Venue guidelines to be communicated to all delegates by the meeting organiser at least 48hrs before the start of the meeting to include: event social distancing requirements, arrival procedures and other elements such as cashless venue.

Avoid using lanyards, badges, flipcharts, paper print outs for guests and encourage paperless meetings. Note pads and pencils are available on request.

Guests to observe social distancing, adhere to markers, one way routes into rooms, and chair spacing in the room.



## Food and Beverage service

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No Food or Beverage may be brought into the building

Pre ordered menu available, on the day orders can be made by QR code.

Individual food and drink provision only, no shared buffets etc.

Tea, Coffee and Water (individual items) only supplied to the meeting room, guests encouraged to use napkins when helping themselves to shared containers.

Our in house caterer Benugo will talk you through the best options for your meeting.

## General

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Enhanced cleaning program across the building - including all restrooms, handrails, doors handles and lift panels disinfected every 2 hours.

Meeting rooms disinfected after every use.

Any staff member, or visitor showing any symptoms will be instructed to isolate, temperature check facilities and safe room are available.

## Covid - 19 Symptoms & Self Isolation

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High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).

New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).

Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

If your symptoms are mild you must not leave your home.  
This is called self-isolation.

Anyone with symptoms must self-isolate for 7 days from when their symptoms started.

Anyone you live with (or anyone in your support bubble) who does not have symptoms must self-isolate for 14 days from when the first person started having symptoms.